

45 OCT 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel
SUBJECT: Transmittal Letter for Fitness Report Questionnaires

1. The attached letter has been prepared to accompany initial listings of employees for whom Fitness Reports are required as a means of informing the heads of operating elements concerning the Fitness report questionnaire. It is estimated that this transmittal will be required during the first two months of operation under this new program.
2. The Processing and Records Division concur in this procedure. Subject to your approval, it is proposed that the attached letter be prepared in final reproduction copy for signature by the Assistant Director for Personnel.

Signed

25X1A

Chief, Planning and Analysis Staff

25X1A Attachment

PAS [REDACTED] (4 Oct 54)

Distribution:

0 & 1 - Addressee
✓ 1 - P&RD
4 - PAS

JOB NO. [REDACTED] BOX NO. [REDACTED] PUD NO. [REDACTED] DOC. NO. 8 NO CHANGE
IN CLASS/ DECLASS [REDACTED] CLASS CHANGED TO: TS S C RET. JUST.
NEXT REV DATE [REDACTED] REV DATA [REDACTED] REV NO. 018995 PUD NO. 02
NO. PGS ✓ CANCELLATION DATE [REDACTED] ORG COORD 21 ✓ ORG 3 ✓ ORG CLASS S
REV CLASS U REV COORD. [REDACTED] AUTH: ER 703